

# VOLUME VI

# APPENDICES

---

COMMON ORIGINATION AND DISBURSEMENT  
2015-2016 TECHNICAL REFERENCE





<b>GLOSSARY.....</b>	<b>1</b>
<b>TABLE OF CONTENTS.....</b>	<b>1</b>
<b>GLOSSARY OF TERMS .....</b>	<b>5</b>
Ability to Benefit.....	5
Academic Competitiveness Grant (ACG) Program .....	5
Academic Year .....	5
Academic Year Length.....	5
Account.....	5
Actual Disbursement Record.....	5
Actual Non Credential Teacher Certification Subsidized Usage Period .....	6
Actual Subsidized Usage Period.....	6
Additional Eligibility Indicator .....	6
Administrative Cost Allowance (ACA).....	6
Administrative Relief Request.....	6
Aging of Drawdown.....	6
Agreement to Serve (ATS) .....	6
Anticipated Disbursement Record .....	6
Anticipated Non Credential Teacher Certification Subsidized Usage Period	7
Anticipated Subsidized Usage Period .....	7
ATS ID .....	7
Attended School .....	7
Available Balance .....	7
Award .....	7
Award Year.....	7
Batch .....	7
Booked Loan/ TEACH GRANT.....	8
Calculated Published Program Length Years.....	8
Call for Cash .....	8
Campus-Based Programs.....	8
Cash at School.....	8
Central Processing System (CPS).....	8
Common Origination and Disbursement (COD) Process .....	8
Common Origination and Disbursement (COD) System.....	9
Common Record .....	9
Common School Identifier (CSID).....	9
Complex Element.....	9
Consolidation Loan.....	9
Correction Edit Codes .....	9
Cost of Attendance (COA) .....	9
CPS Transaction Number.....	9
Credit Check .....	10
Current Funding Level (CFL) .....	10
Current Social Security Number.....	10
Direct Loan Program .....	10
Direct Subsidized Loan .....	10
Direct Unsubsidized Loan.....	11
Disbursement .....	11
Disbursement Release Indicator.....	11
Document.....	11
Drawdown .....	11
Edit/Comment Codes .....	11

<b>Edit Only Record .....</b>	<b>11</b>
<b>Element .....</b>	<b>12</b>
<b>Eligible Applicant .....</b>	<b>12</b>
<b>Eligible Program.....</b>	<b>12</b>
<b>Eligibility Used .....</b>	<b>12</b>
<b>Endorser .....</b>	<b>12</b>
<b>EndorserAddendum .....</b>	<b>12</b>
<b>Enrollment Date.....</b>	<b>12</b>
<b>Enrollment School Code.....</b>	<b>12</b>
<b>Enrollment Status.....</b>	<b>13</b>
<b>Expected Family Contribution (EFC).....</b>	<b>13</b>
<b>Extended Processing.....</b>	<b>13</b>
<b>Federal Pell Grant Payment Schedule .....</b>	<b>13</b>
<b>Federal Pell Grant Program .....</b>	<b>13</b>
<b>Federal Supplemental Education Opportunity Grant (FSEOG) .....</b>	<b>13</b>
<b>Financial Aid Management System (FMS).....</b>	<b>13</b>
<b>FISAP .....</b>	<b>14</b>
<b>Free Application for Federal Student Aid (FAFSA®).....</b>	<b>14</b>
<b>Freeze Cash .....</b>	<b>14</b>
<b>FSA .....</b>	<b>14</b>
<b>Full Response .....</b>	<b>14</b>
<b>G5 .....</b>	<b>14</b>
<b>Information for Financial Aid Professionals (IFAP) .....</b>	<b>14</b>
<b>Institutional Student Information Record (ISIR) .....</b>	<b>14</b>
<b>Iraq Afghanistan Service Grant Indicator (IAS Grant).....</b>	<b>15</b>
<b>Lifetime Eligibility Used (LEU).....</b>	<b>15</b>
<b>Loan Period Length.....</b>	<b>15</b>
<b>Master Promissory Note (MPN).....</b>	<b>15</b>
<b>The Maximum Subsidized Eligibility Period .....</b>	<b>15</b>
<b>MPN Acknowledgement.....</b>	<b>15</b>
<b>MPN ID.....</b>	<b>15</b>
<b>Multiple Reporting Record (MRR).....</b>	<b>15</b>
<b>Multi-Year (MY) Feature .....</b>	<b>16</b>
<b>National Science and Mathematics Access to Retain Talent (SMART) Grant Program .....</b>	<b>16</b>
<b>National Student Loan Data System (NSLDS).....</b>	<b>16</b>
<b>School Processing Options .....</b>	<b>16</b>
<b>Direct PLUS Loans .....</b>	<b>16</b>
<b>Payment Analyst .....</b>	<b>16</b>
<b>Payment to Servicer Amount.....</b>	<b>17</b>
<b>Perkins .....</b>	<b>17</b>
<b>PLUS Counseling .....</b>	<b>17</b>
<b>Post 9/11 Deceased Veteran Dependent .....</b>	<b>17</b>
<b>Postsecondary Education Participants System (PEPS) .....</b>	<b>17</b>
<b>Pell Overaward Process (POP).....</b>	<b>17</b>
<b>Program CIP Code .....</b>	<b>17</b>
<b>Program Credential Level .....</b>	<b>17</b>
<b>Published Program Length Months.....</b>	<b>18</b>
<b>Published Program Length Weeks.....</b>	<b>18</b>
<b>Published Program Length Years .....</b>	<b>18</b>
<b>Receipt .....</b>	<b>18</b>
<b>Reject Edit Codes.....</b>	<b>18</b>

<b>Release Record</b> .....	<b>18</b>
Remaining Actual Non Credential Teacher Certification Subsidized Eligibility Period .....	18
Remaining Actual Subsidized Eligibility Period.....	19
Remaining Anticipated Non Credential Teacher Certification Subsidized Eligibility Period.....	19
Remaining Anticipated Subsidized Eligibility Period .....	19
Reporting School.....	19
Response .....	19
Routing Identifier .....	19
School Closeout .....	19
Simple Element .....	19
Single Year (SY) Feature .....	20
Special Programs .....	20
Standard Response .....	20
Student Aid Internet Gateway (SAIG) .....	20
Student Aid Report (SAR) .....	20
Student Eligibility Code (formerly Ability to Benefit) .....	20
Subsidized Usage Limit Applies (SULA) .....	21
Substantiate.....	21
Sum Actual Non Credential Teacher Certification Subsidized Usage Period	21
Sum Actual Subsidized Usage Period .....	21
Sum Anticipated Non Credential Teacher Certification Subsidized Usage Period .....	21
Sum Anticipated Subsidized Usage Period.....	21
Subsidized Usage Period (SUP) .....	21
Tag .....	21
Teacher Education Assistance for College and Higher Education (TEACH) Grant.....	21
Third-Party Servicer .....	22
Title IV Student Financial Aid .....	22
Total Eligibility Used.....	22
Trading Partner .....	23
Unbooked Loan/TEACH Grant .....	23
Unsubstantiated Cash.....	23
Warning Edit Codes .....	23
Weeks Programs Academic Year.....	23
XML.....	23
XML Schema .....	23

<b>FUNDING METHODS.</b> .....	<b>1</b>
<b>TABLE OF CONTENTS</b> .....	<b>1</b>
<b>CURRENT FUNDING LEVEL (CFL)</b> .....	<b>2</b>
<b>FUNDING METHODS.</b> .....	<b>3</b>
Advance Funded .....	3
Heightened Cash Monitoring 1 (HCM1) .....	3
Heightened Cash Monitoring 2 (HCM2) .....	3
Reimbursement.....	3
<b>FUNDING CONTROLS</b> .....	<b>4</b>
Advance Funded .....	4
Heightened Cash Monitoring 1 (HCM1) .....	4
Heightened Cash Monitoring 2 (HCM2) .....	5
Reimbursement.....	5
<b>FUNDING METHODS AND PROCESSING OPTION RELATIONSHIPS</b> .....	<b>7</b>

<b>STATE, JURISDICTION, AND COUNTRY CODES .....</b>	<b>1</b>
<b>TABLE OF CONTENTS.....</b>	<b>1</b>
<b>STATE/JURISDICTION CODES.....</b>	<b>2</b>
Changes to the State/Jurisdiction Codes.....	2
Additions to the State/Jurisdiction Codes .....	2
Removals from the State/Jurisdiction Codes .....	2
State/Jurisdiction Codes.....	3
<b>COUNTRY CODES.....</b>	<b>4</b>
Changes to the Country Codes .....	4
Additions to the Country Codes .....	4
Removals from the Country Codes.....	4
Country Codes, Sorted by Country.....	5
Country Codes, Sorted by Code .....	8
 <b>SYSTEM SECURITY.....</b>	 <b>1</b>
<b>TABLE OF CONTENTS.....</b>	<b>1</b>
<b>PRIVACY NOTICE .....</b>	<b>2</b>
<b>COD WEB SITE ACCESS.....</b>	<b>3</b>
<b>RULES OF BEHAVIOR.....</b>	<b>5</b>
Introduction .....	5
Other Policies and Procedures.....	10
 <b>XML EXAMPLES.....</b>	 <b>1</b>
<b>TABLE OF CONTENTS.....</b>	<b>1</b>
<b>COD SCHEMA 4.0B COMMON RECORD.....</b>	<b>2</b>
Common Record Input Example .....	2
Common Record Direct Loan Input Example .....	11
<b>COD SCHEMA 4.0B RECEIPTS.....</b>	<b>14</b>
Pell, TEACH Grant, and Direct Loan Receipt.....	14
<b>COD SCHEMA 4.0B RESPONSE DOCUMENTS .....</b>	<b>15</b>
Pell Grant, TEACH Grant, and Direct Loan with Warning Edit Response	15
Pell Origination and Disbursement Response .....	21
Pell Award Correction Response.....	24
Pell Award Reject Response .....	26
SSN Date of Birth Reject Response .....	28
Direct Loan with Anticipated Disbursements and Warning Edits Response	32
Direct Loan Denied Credit Decision Response .....	36
Direct Loan Web Origination and Disbursement Response .....	40
TEACH Grant Web Origination and Disbursement Response .....	43
TEACH Grant Counseling Acknowledgement .....	46
Direct Loan Entrance Counseling Acknowledgement.....	47
Exit Counseling Acknowledgement.....	48
MPN Acknowledgment .....	49
PLUS Application Acknowledgment.....	51
 <b>PRINT SPECIFICATIONS AND FORMS .....</b>	 <b>1</b>
<b>TABLE OF CONTENTS.....</b>	<b>1</b>

<b>DIRECT LOAN PRINT SPECIFICATIONS .....</b>	<b>2</b>
<b>Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications .....</b>	<b>2</b>
Borrower Information.....	2
School Information.....	4
Loan Information.....	5
Chart of Anticipated Disbursements (Direct Subsidized Loan).....	6
Chart of Anticipated Disbursements (Direct Unsubsidized Loan) .....	9
<b>Direct Loan PLUS Disclosure Statement Print Specifications .....</b>	<b>13</b>
Borrower Information.....	13
School Information .....	14
Student Information.....	15
Loan Information.....	16
Chart of Anticipated Disbursements.....	17
<b>Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN) Print Specifications .....</b>	<b>21</b>
Borrower Information.....	21
School Information .....	22
Direct Subsidized/Unsubsidized Loan MPN Sample .....	22
<b>Direct PLUS Loan Master Promissory Note (MPN) Print Specifications ...</b>	<b>22</b>
Borrower Information.....	22
School Information .....	24
Dependent Undergraduate Student Information .....	25
Direct PLUS Loan MPN Sample.....	25
<b>Graduate Student Borrowers - Direct PLUS Loan Master Promissory Note (MPN) Print Specifications .....</b>	<b>25</b>
Borrower Information.....	26
School Information .....	27
Dependent Undergraduate Student Information .....	27
Direct PLUS Loan MPN Sample.....	27
<b>DIRECT LOAN FORMS .....</b>	<b>28</b>
<b>Creating Master Promissory Note Paper Manifests .....</b>	<b>28</b>
Sample Subsidized/Unsubsidized MPN Paper Manifest .....	29
Sample PLUS MPN Paper Manifest.....	30
Sample Grad PLUS MPN Paper Manifest.....	31
<b>PELL GRANT PRINT SPECIFICATIONS .....</b>	<b>32</b>
<b>ESOA Print Specifications .....</b>	<b>32</b>
Summary Information.....	32
Detail Information .....	34
Sample ESOA Output Document .....	35
ACG and National SMART Grant Print Specification	37
<b>REPORTS .....</b>	<b>1</b>
<b>TABLE OF CONTENTS .....</b>	<b>1</b>
<b>GRANT REPORTS .....</b>	<b>5</b>
<b>Grant Edit Codes .....</b>	<b>5</b>
Introduction .....	5
<b>Grant Batch Edit/Reject Codes .....</b>	<b>6</b>
<b>Grant Header/Trailer Layout.....</b>	<b>12</b>
Grant Batch Header Layout .....	12
Grant Batch Trailer Layout.....	14
<b>Grant Data Requests .....</b>	<b>15</b>
Record Layout .....	15
<b>Grant Data Request Acknowledgement .....</b>	<b>17</b>
<b>Grant Data Request Edit Codes .....</b>	<b>20</b>

<b>PELL GRANT REPORTS.....</b>	<b>23</b>
Grant Reports Options.....	23
Format and Delivery Methods.....	24
Pell Grant Electronic Statement of Account (ESOA).....	25
Summary Record Layout .....	25
Detail Record Layout.....	27
Pell Grant Multiple Reporting Record (MRR) .....	29
Record Layout .....	29
Pell Grant Reconciliation Report .....	33
Record Layout .....	33
Pell Grant Year-to-Date Record (YTD).....	35
Origination Record Layout .....	35
Disbursement Record Layout .....	41
Summary Record Layout .....	43
SSN/Name/Date of Birth Change Report .....	46
Comma-Delimited (CSV) Detail Record Layout .....	47
Pell Grant Pending Disbursement List .....	51
Pell Grant Verification Status Report .....	55
Comma-Delimited (CSV) Detail Record Layout .....	57
<b>Pell POP Report.....</b>	<b>60</b>
Pell POP report sent to Reporting school with multiple Attending schools .....	61
Pell POP report sent to Attending School.....	62
Comma-Delimited (CSV) Detail Record Layout .....	62
<b>Pell Lifetime Eligibility Used 2015-2016 Report .....</b>	<b>65</b>
<b>ACADEMIC COMPETITIVENESS GRANT (ACG) REPORTS .....</b>	<b>67</b>
<b>NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT (SMART) GRANT REPORTS..</b>	<b>67</b>
<b>TEACHER EDUCATION ASSISTANCE FOR COLLEGE AND HIGHER EDUCATION GRANT REPORTS .....</b>	<b>67</b>
TEACH Grant Reports Options.....	67
Format and Delivery Methods.....	68
<b>TEACH Grant Header/Trailer Layout.....</b>	<b>69</b>
TEACH Grant Batch Header Layout.....	69
TEACH Grant Batch Trailer Layout .....	71
<b>TEACH Grant Multiple Reporting Record (MRR) .....</b>	<b>72</b>
Record Layout .....	72
<b>TEACH Grant School Account Statement (SAS) .....</b>	<b>76</b>
Sections of the TEACH SAS .....	76
Comma-Delimited (CSV) Record Layouts.....	77
Year-To-Date and Monthly Cash Summary Header Information	77
Year-To-Date and Monthly Cash Summary Column Headings ...	77
Year-To-Date and Monthly Cash Summary, Detail Record.....	78
TEACH SAS Cash Detail, Header Information .....	81
Cash Detail, Column Headings.....	81
Cash Detail, Detail Record .....	82
TEACH Award Detail, Disbursement Activity Level, Header Information	84
TEACH Award Detail, Disbursement Activity Level, Column Headings	84
TEACH Award Detail, Disbursement Activity Level, Detail Record	85
<b>TEACH School Account Statement Disbursement Detail On Demand .....</b>	<b>88</b>
Comma-Delimited (CSV) Record Layouts.....	89
TEACH SAS Disbursement Detail On Demand Comma-Delimited Record Layout	89
TEACH SAS Disbursement Detail On Demand Comma-Delimited Column Headings	92
TEACH SAS Disbursement Detail On Demand Comma-Delimited Header Information	93
<b>TEACH Grant Pending Disbursement List .....</b>	<b>94</b>

Comma-Delimited (CSV) Detail Record Layout .....	94
<b>TEACH Inactive Grants Report .....</b>	<b>98</b>
Comma-Delimited (CSV) Detail Record Layout .....	98
<b>TEACH Grant SSN/Name/Date of Birth Change Report.....</b>	<b>102</b>
Comma-Delimited (CSV) Detail Record Layout .....	102
<b>TEACH Rebuild File .....</b>	<b>107</b>
TEACH Rebuild Origination Detail Record Layout.....	107
TEACH Rebuild Disbursement Detail Record Layout.....	112
<b>TEACH Exit Counseling File/Report .....</b>	<b>114</b>
<b>TEACH ATS Discharge Report .....</b>	<b>115</b>
Fixed-Length Record Layout.....	116
<b>DIRECT LOAN REPORTS .....</b>	<b>117</b>
<b>Direct Loan Reports Options.....</b>	<b>117</b>
<b>Format and Delivery Methods.....</b>	<b>118</b>
Direct Loan Batch Header Layout.....	120
Direct Loan Batch Trailer Layout.....	121
<b>Direct Loan School Account Statement (SAS) .....</b>	<b>122</b>
Sections of the SAS .....	122
Fixed-Length Record Layouts .....	125
Year-to-Date and Monthly Cash Summary .....	125
Year-to-Date and Monthly Disbursement Summary by Loan Type	128
Cash Detail.....	130
Loan Detail, Loan Level .....	131
Loan Detail, Disbursement Activity Level .....	133
Comma-Delimited Record Layouts .....	135
Year-To-Date and Monthly Cash Summary, Optional Header Information	135
Year-To-Date and Monthly Cash Summary, Optional Column Headings	135
Year-To-Date and Monthly Cash Summary, Detail Record.....	136
Year-to-Date and Monthly Disbursement Summary by Loan Type, Optional Header Information .....	140
Year-to-Date and Monthly Disbursement Summary by Loan Type, Optional Column Heading .....	140
Year-to-Date and Monthly Disbursement Summary by Loan Type, Detail Record	141
Cash Detail, Optional Header Information .....	144
Cash Detail, Optional Column Headings .....	144
Cash Detail, Detail Record .....	145
Loan Detail, Loan Level, Optional Header Information.....	147
Loan Detail, Loan Level, Optional Column Headings .....	147
Loan Detail, Loan Level, Detail Record .....	148
Loan Detail, Disbursement Activity Level, Optional Header Information	151
Loan Detail, Disbursement Activity Level, Optional Column Headings	151
Loan Detail, Disbursement Activity Level, Detail Record.....	153
Pipe-Delimited Record Layouts .....	155
<b>Direct Loan School Account Statement Disbursement Detail On Demand</b>	<b>156</b>
<b>Fixed-Length Record Layout.....</b>	<b>157</b>
<b>Comma Delimited Record Layout.....</b>	<b>160</b>
<b>Comma De-Limited Column Headings.....</b>	<b>164</b>
<b>Comma-Delimited Header Information .....</b>	<b>167</b>
<b>Direct Loan Pending Disbursement Listing Report .....</b>	<b>168</b>
Comma-Delimited (CSV) Detail Record Layout .....	169

<b>Direct Loan Funding Disbursement Listing Report.....</b>	<b>174</b>
<b>The Direct Loan Funding Disbursement Listing Report is no longer available. Please see the Actual Disbursement List for more information about actual disbursement reports.....</b>	<b>174</b>
<b>Direct Loan 30-Day Warning Report .....</b>	<b>174</b>
Comma-Delimited (CSV) Detail Record Layout .....	178
<b>Direct Loan Inactive Loans Report.....</b>	<b>181</b>
Comma-Delimited (CSV) Detail Record Layout .....	182
<b>Direct Loan Duplicate Student Borrower Report.....</b>	<b>185</b>
Comma-Delimited (CSV) Detail Record Layout .....	186
<b>Direct Loan SSN/Name/Date of Birth Change Report .....</b>	<b>190</b>
Comma-Delimited (CSV) Detail Record Layout .....	191
<b>Direct Loan Rebuild File.....</b>	<b>195</b>
Direct Loan Rebuild Origination Detail Record Layout.....	195
Direct Loan Rebuild Disbursement Detail Record Layout .....	213
<b>Direct Loan Actual Disbursement List .....</b>	<b>216</b>
Comma-Delimited (CSV) Detail Record Layout .....	216
<b>Direct PLUS Loan Application Report.....</b>	<b>218</b>
Comma-Delimited (CSV) Detail Record Layout .....	218
<b>Direct Loan MPN Report.....</b>	<b>222</b>
Comma-Delimited (CSV) Detail Record Layout .....	222
<b>Exit Counseling File/Report.....</b>	<b>225</b>
Direct Loan MPN Discharge Report .....	226
Fixed-Length Record Layout.....	227
Comma-Delimited Record Layout.....	228
Heading Information .....	228
Detail Record .....	228
Pipe-Delimited Record Layout .....	229
<b>Direct Loan Expired MPN Report.....</b>	<b>230</b>
Fixed-Length Record Layout.....	231
Comma-Delimited Record Layout.....	232
Heading Information .....	232
Detail Record .....	232
Pipe-Delimited Record Layout .....	233
<b>Direct Loan MPNs Due to Expire Report.....</b>	<b>234</b>
Fixed-Length Record Layout.....	235
Comma-Delimited Record Layout.....	236
Heading Information .....	236
Detail Record .....	236
Pipe-Delimited Record Layout .....	237
<b>Counseling Report.....</b>	<b>238</b>
Comma-Delimited (CSV) Detail Record Layout .....	238
<b>Weekly Credit Status Report.....</b>	<b>239</b>
Comma-Delimited (CSV) Detail Record Layout .....	239
<b>Direct Subsidized Loan Usage Change .....</b>	<b>242</b>
Comma-Delimited (CSV) Detail Record Layout .....	242
<b>NON PROGRAM SPECIFIC REPORTS.....</b>	<b>246</b>
COD School Monitoring Report .....	247